

## INSTRUCTIONS FOR CITI TRAINING

STEP 1: Open your internet program and go the CITI website at [www.citiprogram.org](http://www.citiprogram.org).



STEP 2: Create an account by clicking on the Register button.



STEP 3: Select Hawai'i Pacific Health Research Institute as your Organization Affiliation.

A screenshot of the CITI Learner Registration form. The form title is "CITI - Learner Registration". It shows a progress indicator with steps 1 through 7, where step 1 is highlighted. Below the progress indicator, there is a red error message: "You must make a selection below." The main section is titled "Select Your Organization Affiliation". It contains a search box with the text "Hawaii Pacific Health Research Institute" and a clear button (X). Below the search box, there is a link: "Can't find your institution? It may use Single Sign On. Check here." Below that, there is a paragraph of instructions: "To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the 'Continue to Step 2' button immediately below. To clear your selection and try again, click the 'Search Again' button." At the bottom of this section, there is a checkbox labeled "I AGREE to the Terms of Service for accessing CITI Program materials." Below the entire form section is a blue button labeled "Continue To Step 2".

## STEP 4: Provide your Personal Information

CITI - Learner Registration - Hawaii Pacific Health Research Institute

Steps : 1 **2** 3 4 5 6 7

### Personal Information

\* indicates a required field.

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email Address	* Verify email address
<input type="text"/>	<input type="text"/>

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address	Verify secondary email address
<input type="text"/>	<input type="text"/>

[Continue To Step 3](#)

### If you already have a CITI account you will get the following error message:

 We're Sorry, but that email address is already in the system. Please do not create a new account. Click [here](#) to retrieve your account information.

Once you have logged into your CITI account follow the “Affiliate with HPHRI” instructions (beginning on page 8) if your previous CITI training was not done through the Hawai‘i Pacific Health Research Institute.

## STEP 5: Create your user name and password

CITI - Learner Registration - Hawaii Pacific Health Research Institute

Steps: 1 2 **3** 4 5 6 7

### Create your Username and Password

\* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

\* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

\* Password

\* Verify Password

Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.

\* Security Question

\* Security Answer

Continue To Step 4

## STEP 6: Input your country of residence

CITI - Learner Registration - Hawaii Pacific Health Research Institute

Steps: 1 2 3 **4** 5 6 7

\* indicates a required field.

\* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

Continue To Step 5

STEP 7: Select your continuing education preferences. There is a cost associated with obtaining CEs that you will need to provide payment for if you elect this option.

CITI - Learner Registration - Hawaii Pacific Health Research Institute

Steps: 1 2 3 4 **5** 6 7

\* indicates a required field.

\* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses - with that availability indicated on course and module listings. Please register your interest for CE credits below by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

No

If you picked "YES", please check below the one type of credit you would like to earn

- MDs, DOs, PAs - AMA PRA Category 1 Credits TM
- Psychologists - APA Credits
- Nurses - ANCC CNE
- Other Participants - Certificates of Participation
- Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

\* Can CITI Program contact you at a later date regarding participation in research surveys? 

- Yes
- No
- Not sure. Ask me later

STEP 8: Select your curriculum:

- For Question 1 select either Group 1 or Group 2 depending on the type of research you plan to conduct. If you are not sure select Group 1.
- For Question 2 if you have previously completed CITI training select the appropriate group. If you are not sure or have never done CITI training select option 3.
- For Question 3 select Yes if your study will involve interaction with patients.

CITI - Learner Registration - Hawaii Pacific Health Research Institute

Steps : 1 2 3 4 5 6 7

### Select Curriculum

\* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

Click [here](#) to review the Hawaii Pacific Health Research Institute instructions page.

#### Question 1

##### Human Subject research

Select the group appropriate to your research activities.

Choose one answer

Group 1. :  
*This course is suitable for investigators and staff conducting BIOMEDICAL RESEARCH with human subjects.*

Group 2. :  
*This course is suitable for investigators and staff conducting SOCIAL / HUMANISTIC / BEHAVIORAL RESEARCH with human subjects. The VA module must be completed if you plan to work with subjects at a VA facility.*

I only want to take Good Clinical Practice Course (Please go to Question # 3)

#### Question 2

Select the group for which you have previously completed an institutionally approved Basic Course in the Protection of Human Research Subjects.

Choose one answer

Group 1. :  
*This course is suitable for investigators and staff conducting BIOMEDICAL RESEARCH with human subjects.*

Group 2. :  
*This course is suitable for investigators and staff conducting SOCIAL / HUMANISTIC / BEHAVIORAL RESEARCH with human subjects. The VA module must be completed if you plan to work with subjects at a VA facility.*

I have not previously completed an approved Basic Course.

#### \* Question 3

##### Good Clinical Practice Course

Do you need to take the Good Clinical Practice Course (GCP)?

Choose one answer

Yes

No

Complete Registration

**STEP 9: Provide the information requested to the best of your ability.**

CITI - Learner Registration - Hawaii Pacific Health Research Institute

Steps: 1 2 3 4 5 **6** 7

Please provide the following information requested by Hawaii Pacific Health Research Institute

\* indicates a required field.

Language Preference

\* Institutional Email Address

\* Gender

\* Highest Degree

Employee Number

\* Department

\* What Is Your Role In Research?

Address Field 1

Address Field 2

Address Field 3

City

State

**STEP 10: Click on the name of the course to begin the training.**

English  Text size: A A New Student ID: 6347830 | Log Out | Help

**CITI PROGRAM** Collaborative Institutional Training Initiative Search Support Center

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu

**Your registration has been completed successfully.**

Hawaii Pacific Health Research Institute Courses			
Course	Status	Completion Record	Survey
Good Clinical Practice (GCP)	Not Started	Not Earned	
Group 1. BIOMEDICAL	Not Started	Not Earned	

**My Learner Tools for Hawaii Pacific Health Research Institute**

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions page](#)
- [Remove Affiliation](#)

[Click here to affiliate with another institution](#)

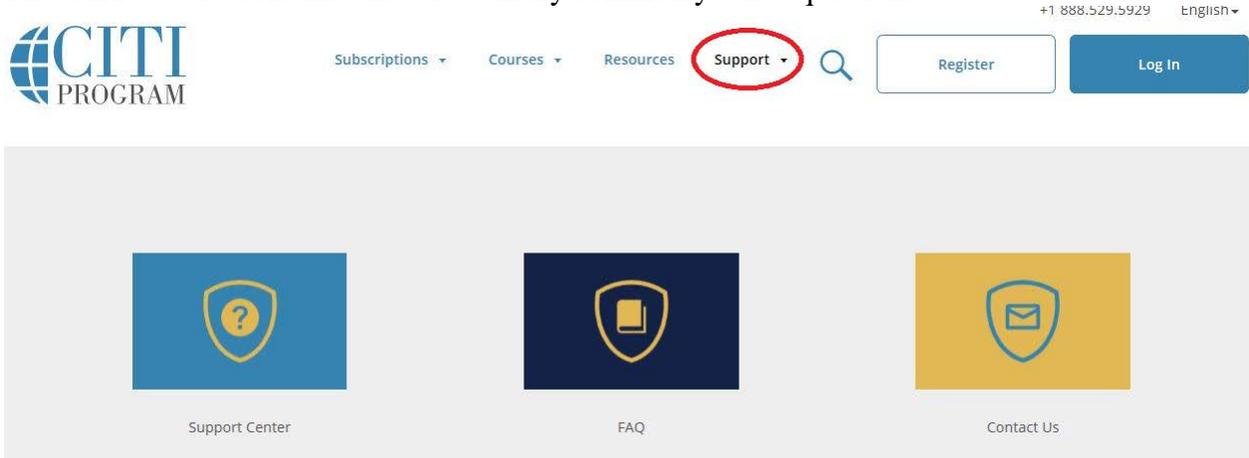
[Affiliate as an Independent Learner](#)

Good Clinical Practice training takes approximately 4-6 hours to complete and Human Subject Research (Biomedical/Social Behavioral) training takes approximately 4-5 hours to complete depending on your familiarity with the material.

Once you have completed your training a certificate of completion will automatically be sent to the Hawai'i Pacific Health Research Institute.

Training expires 3 years from your date of completion.

The CITI website contains answers to many commonly asked questions.



If you have any other questions or concerns regarding CITI training contact Andrea Siu at 808-535-7169 or [andrea.siu@hawaiipacifichealth.org](mailto:andrea.siu@hawaiipacifichealth.org).

## Affiliate with HPHRI

STEP 1: Select the link to affiliate with another institution (red arrow)

▼ University of Hawaii Courses	
Course	Status
Biomedical and Biological Responsible Conduct of Research	Not Started
Biomedical Research - Basic/Refresher	Incomplete
CITI Health Information Privacy and Security (HIPS) for Clinical Investigators	Not Started
Good Clinical Practice	Passed 05/06/2015

My Learner Tools for University of Hawaii

- ➊ Add a Course
- ➋ Remove a Course
- ➌ View Previously Completed Coursework
- ➍ Update Institution Profile
- ➎ View Instructions page
- ➏ Remove Affiliation

▶ Click here to affiliate with another institution 

STEP 2: Click on the hyperlink

▼ Click here to affiliate with another institution

[Click here to affiliate with another institution](#)

STEP 3: Select Hawai'i Pacific Health Research Institute

**\* Select Your Organization Affiliation**

\* indicates a required field.

Search for organization: Enter full or partial name

Next

STEP 4: Provide the requested information to the best of your ability.

**Please provide the following information requested by Hawaii Pacific Health**

\* indicates a required field.

Language Preference

\* Institutional email address

\* Gender

\* Highest degree

Employee Number

\* Department

\* What is your role in research?

Address Field 1

STEP 5: Select your curriculum:

- For Question 1 select either Group 1 or Group 2 depending on the type of research you plan to conduct. If you are not sure select Group 1.
- For Question 2 Select option 3. If you do not select this option your previously completed courses will not transfer.
- For Question 3 select Yes if your study will involve interaction with patients.

Select Curriculum - Hawaii Pacific Health Research Institute

\* Indicates a required field.

[View Instructions page](#)

Question 1

### Human Subject research

Select the group appropriate to your research activities.

Choose one answer

Group 1.:  
*This course is suitable for investigators and staff conducting BIOMEDICAL RESEARCH with human subjects.*

Group 2.:  
*This course is suitable for investigators and staff conducting SOCIAL / HUMANISTIC / BEHAVIORAL RESEARCH with human subjects. The VA module must be completed if you plan to work with subjects at a VA facility.*

I only want to take Good Clinical Practice Course (Please go to Question # 3)

Question 2

Select the group for which you have previously completed an institutionally approved Basic Course in the Protection of Human Research Subjects.

Choose one answer

Group 1.:  
*This course is suitable for investigators and staff conducting BIOMEDICAL RESEARCH with human subjects.*

Group 2.:  
*This course is suitable for investigators and staff conducting SOCIAL / HUMANISTIC / BEHAVIORAL RESEARCH with human subjects. The VA module must be completed if you plan to work with subjects at a VA facility.*

I have not previously completed an approved Basic Course.

+ Question 3

### Good Clinical Practice Course

Do you need to take the Good Clinical Practice Course (GCP)?

Choose one answer

Yes

No

[Go back](#)

STEP 6: Select the course you would like to complete.

Hawaii Pacific Health Research Institute Courses			
Course	Status	Completion Record	
Good Clinical Practice (GCP)	Not Started	Not Earned	
Group 1. BIOMEDICAL	Incomplete	Not Earned	

STEP 7: Complete any incomplete modules. The additional modules to complete will vary based on the courses you have previously done. You will not be able to complete the Hawai'i Pacific Health Research module until you have completed all other incomplete modules.

Required Modules		
	Date Completed	Score
Avoiding Group Harms - U.S. Research Perspectives (ID: 14080)	05/19/17	3/3 (100%)
Recognizing and Reporting Unanticipated Problems Involving Risks to Subjects or Others in Biomedical Research (ID: 14777)	05/19/17	5/5 (100%)
Belmont Report and CITI Course Introduction (ID: 1127)	05/19/17	3/3 (100%)
History and Ethics of Human Subjects Research (ID: 498)	05/19/17	6/7 (86%)
Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)	05/19/17	4/5 (80%)
Informed Consent (ID: 3)	05/19/17	5/5 (100%)
Social and Behavioral Research (SBR) for Biomedical Researchers (ID: 4)	05/19/17	3/4 (75%)
Records-Based Research (ID: 5)	05/19/17	3/3 (100%)
Genetic Research in Human Populations (ID: 6)	05/19/17	4/5 (80%)
Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)	05/19/17	4/5 (80%)
Vulnerable Subjects - Research Involving Prisoners (ID: 8)	Incomplete	0/0 (0%)
Vulnerable Subjects - Research Involving Children (ID: 9)	Incomplete	0/0 (0%)
Vulnerable Subjects - Research Involving Pregnant Women, Human Fetuses, and Neonates (ID: 10)	Incomplete	0/0 (0%)
FDA-Regulated Research (ID: 12)	05/19/17	5/5 (100%)
Research and HIPAA Privacy Protections (ID: 14)	05/19/17	4/5 (80%)
Conflicts of Interest in Research Involving Human Subjects (ID: 488)	05/19/17	4/5 (80%)
Hawaii Pacific Health Research Institute (ID: 665)	Incomplete	0/0 (0%)

Once you have completed the additional modules a completion certificate will automatically be sent to the Hawai'i Pacific Health Research Institute.